AUDIT CHECKLIST

TOOLBOX

Event

	Keyperson	Unit Project Officer	Project Officer	CEO
REMOVE ALL CONTENTS FROM ENVELOPE	☐	☐	☐	☐
SEARCH CONTENTS FOR CONFIDENTIAL CONTIRBUTIONS	☐	☐	☐	☐
PLEDGE CARD NUMBERS AND KEYPERSON'S FINAL REPORT NUMBER MATCH THE KEYPERSON'S ENVELOPE	☐	☐	☐	☐
PUT PLEDGE CARDS IN NUMERIC ORDER	☐	☐	☐	☐
IF THERE ARE ANY MISSING PLEDGE CARDS, VERIFY LOST PLEDGE CARD FORM IS COMPLETED	☐	☐	☐	☐
SEPARATE UNUSED AND USED PLEDGE CARDS	☐	☐	☐	☐
COMPLETE AUDIT PROCEDURES FOR UNUSED PLEDGE CARDS	☐	☐	☐	☐
COMPLETE AUDIT PROCEDURES FOR USED PLEDGE CARDS	☐	☐	☐	☐
COMPLETE KEYPERSON'S FINAL REPORT	☐	☐	☐	☐
RETURN UNUSED MATERIALS BACK TO ENVELOPE	☐	☐	☐	☐
RETURN USED MATERIALS BACK TO ENVELOPE	☐	☐	☐	☐
PRESENT COMPLETED ENVELOPE TO UNIT PROJ ECT OFFICER	☐	☐	☐	☐
CONDUCT UNIT PROJ ECT OFFICER AUDIT PROCEDURES		☐		
PRESENT COMPLETED ENVELOPE TO PROJ ECT OFFICER	☐	☐	☐	
CONDUCT PROJ ECT OFFICER AUDIT PROCEDURES			☐	
PRESENT COMPLETED ENVELOPE TO CEO			☐	☐
CONDUCT CEO AUDIT PROCEDURES				☐